CAPITAL PLANNING & CONSTRUCTION
A NEW DIRECTION

Newly introduced Design/Build monitoring & overwatch

Improved Design-Build processes for less experienced contractors
Tighter cost & time management controls
Increased quality control monitoring

Newly introduced Program Documentation

Project Award Letters
Notice to Proceed/Letter of Intent
Request for Proposal
Capital Projects Agenda/Summary Report
Construction Site Observation Reports
Campus Standards
Divisions 01 & 02 General conditions/Requirements
Architectural Basis of Design
Notice of Construction

Jump Starting with Notice To Proceed

Increased comfort level by Contractors to proceed earlier on "construction at risk" approach on time-sensitive projects where contract conformance process expected to delay.
Provides accelerated work in Design/Build projects where Demo packages can get jump-start while contract finalized.

New Comprehensive RFP packages

Closed large gaps in competing bid discrepancies
Streamlined pricing with submitted standards/cut sheets
Provided greater information for more overall accurate pricing
Provided bid direction for similarly formatted responses
Yielded more professional comprehensive bid packages
Yielded more structured pricing for improved costing per Division spec
Paved way to allow formal bid point scoring processes

Stakeholder immersion into project

Construction Observation reports provide summary of progress while functioning as task deliverables and needs report for all parties. The status section keeps needs at forefront while the 3-week schedule lookahead provides summary Gannt chart update of project stages. The photo journal section allows stakeholders visual updates and virtual construction site tours via the description tagged photos without having to be present at jobsite.

New Notice of Construction

Improved communication and transparency with new campus wide notification. The announcement includes various informative updates on project area, construction flow, reserved parking and timeframes of work. This also serves as opportunity to remind everyone about safety zone protocols and emergency contact information.
The Notice of Construction is formatted to plug-in to the newly revamped construction update website that is in progress.

Project Management Tools

Project Program Workbook

- Project Communication Charter
- RFP/Bid Summary-Analysis Worksheet
- RFP Scoring Matrix
- Budget tracking/reporting
- Program Schedule

AutoCad

- AutoCAD customized to MetaBIM floor plan interactivity & output

BlueBeam Studio

- Increased speed and efficiency in RFI & Submittal management
- Easier online virtual document sharing & markup
- Enhanced PDF management & accelerated distribution

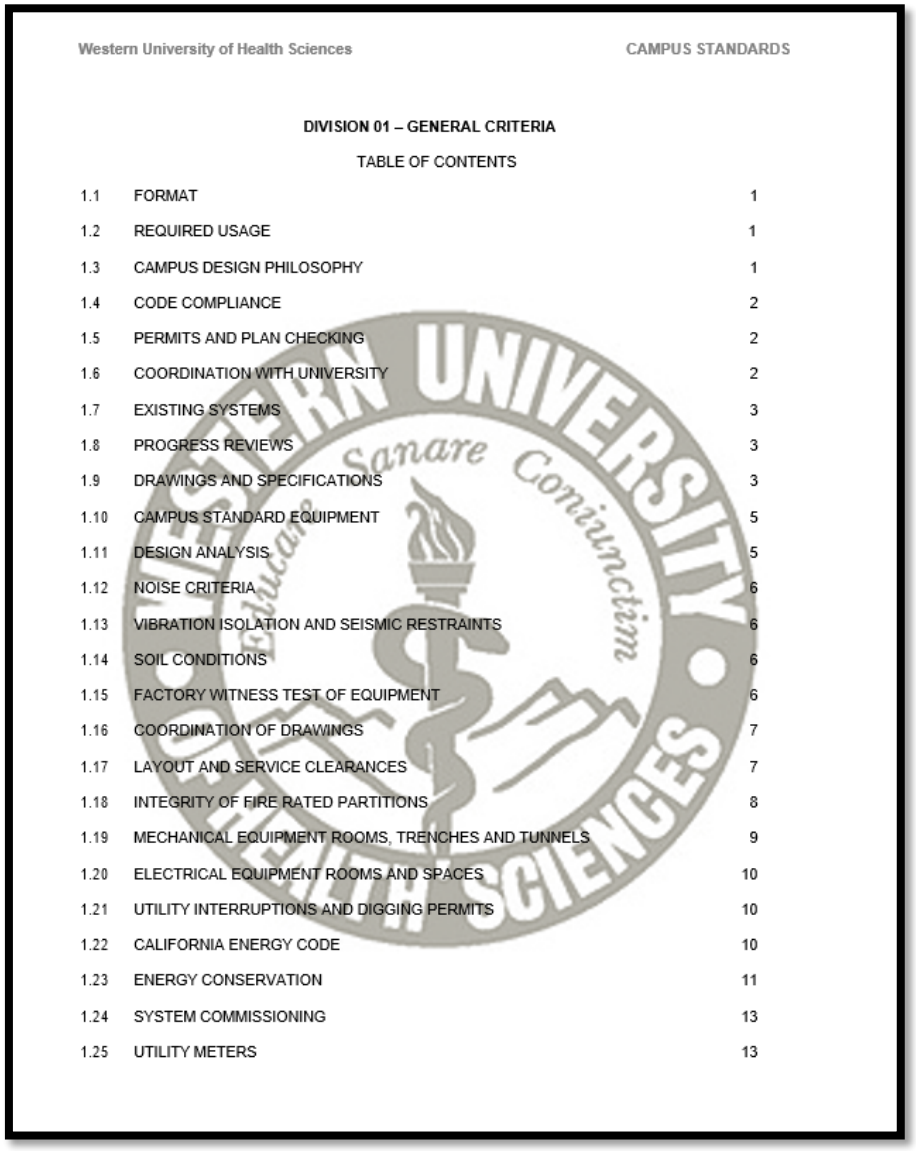
Facilities Construction Website

- New Facilities Construction page
- New Vendor/Contractor info page

POMONA CAMPUS STANDARDS & DIVISION 00 & 01 SPECS

New Campus Standards. WesternU Capital Planning & Construction has newly introduced Campus Standards for all the Non-Creative Design elements of the University. Capital construction infrastructure focuses on repair cost, maintenance time as well as product availability for when project is complete and handed-off to Facilities maintenance.
Campus standards promote lowered cost and improved aesthetics for a unified University campus feel, while also improving serviceability and reduced stocking/ storage issues.

New DIV. 00 & 01 Specifications. Divisions 00 & 01 Specifications in the CSI Master format of Industry best practices has been developed for implementation by WesternU's Capital Planning & Construction program.
The newly introduced General Conditions & General Requirements establishes contractual needs for projects that become part of the official contract. These processes provide contractors with up-front clear expectations and checklists; thus eliminating guesswork and the excuse of any added cost for extra services not planned to be provided by the contractor.



DIVISION 01 – GENERAL CRITERIA

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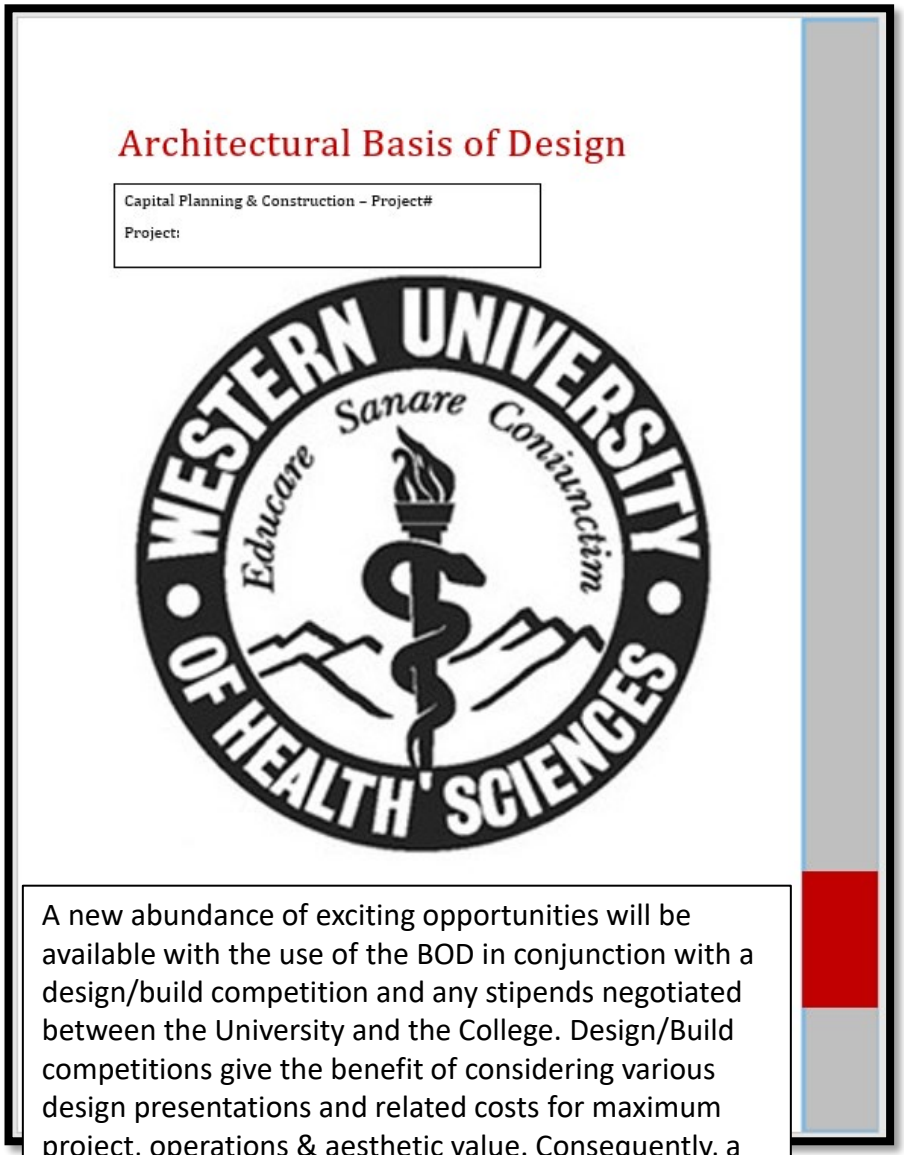
ARCHITECTURAL BASIS OF DESIGN

New Architectural Basis of Design. WesternU Capital Planning & Construction is in continual development of a Basis of Design (BOD) template used to distribute to all colleges seeking Architectural & construction enhancements. The booklet provides the starting foundation of which elements are University and regulatory agency needs of any new remodel.
The BOD sets the standard of construction and design for the University, while guiding end users on the various design elements that are open for consideration.
The BOD will also provide insights to end users about potential risks and delays/challenges faced by the University that are outside of our control, and subject to external requirements by other agencies that may affect timeline and cost.
The BOD is also intended to collect end user design and operational needs to assist expediting the Schematic and Design Development phases of a new project, thus shortening the time spent in the programing stage. The target goal is to reduce the average 12-16 week programing stage down to a 8-10 week turn-around.

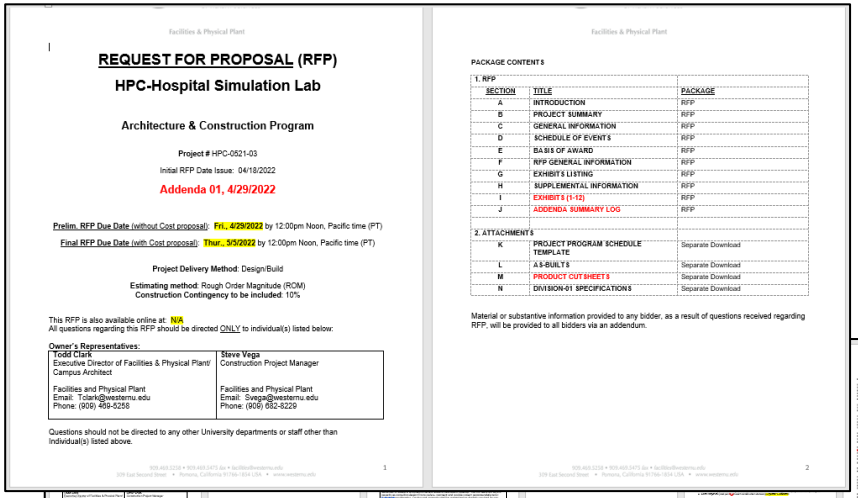
After BOD end user input, the Campus Architect will further refine the design parameters to augment or clarify program scope needs, which then become the official design guidelines for any RFP package and/or any awarded Design/Build competition.

The BOD also ensures essential space planning elements are not missed and taken into consideration wheras these were previously omitted and space needs began to falter. Adequate analysis of campus distributed spaces will be requested in the BOD for restroom types, custodial and facilities storage, housekeeping closets, electrical & data MDF/IDF, as well as common spaces as needed.



A new abundance of exciting opportunities will be available with the use of the BOD in conjunction with a design/build competition and any stipends negotiated between the University and the College. Design/Build competitions give the benefit of considering various design presentations and related costs for maximum project, operations & aesthetic value. Consequently, a more precise RFP can be issued to all contractors for final selection of the best desired design approach.

REQUEST FOR PROPOSAL PACKAGES



REQUEST FOR PROPOSAL (RFP)

HPC-Hospital Simulation Lab

Architecture & Construction Program

Project # HPC-0521-03

Initial RFP Date Issue: 04/18/2022

Addenda 01, 4/29/2022

Prelim. RFP Due Date (without Cost proposal): **Fri., 4/29/2022** by 12:00pm Noon, Pacific time (PT)

Final RFP Due Date (with Cost proposal): **Thur., 5/5/2022** by 12:00pm Noon, Pacific time (PT)

Project Delivery Method: Design/Build

Estimating method: Rough Order Magnitude (ROM)
Construction Contingency to be included: 10%

This RFP is also available online at: N/A
All questions regarding this RFP should be directed ONLY to individual(s) listed below:

Owner's Representatives:

Todd Clark Executive Director of Facilities & Physical Plant/ Campus Architect Facilities and Physical Plant Email: Tclark@westernu.edu Phone: (909) 469-5268	**Steve Vega** Construction Project Manager Facilities and Physical Plant Email: Svega@westernu.edu Phone: (909) 682-8229

Questions should not be directed to any other University departments or staff other than individual(s) listed above.

PACKAGE CONTENTS

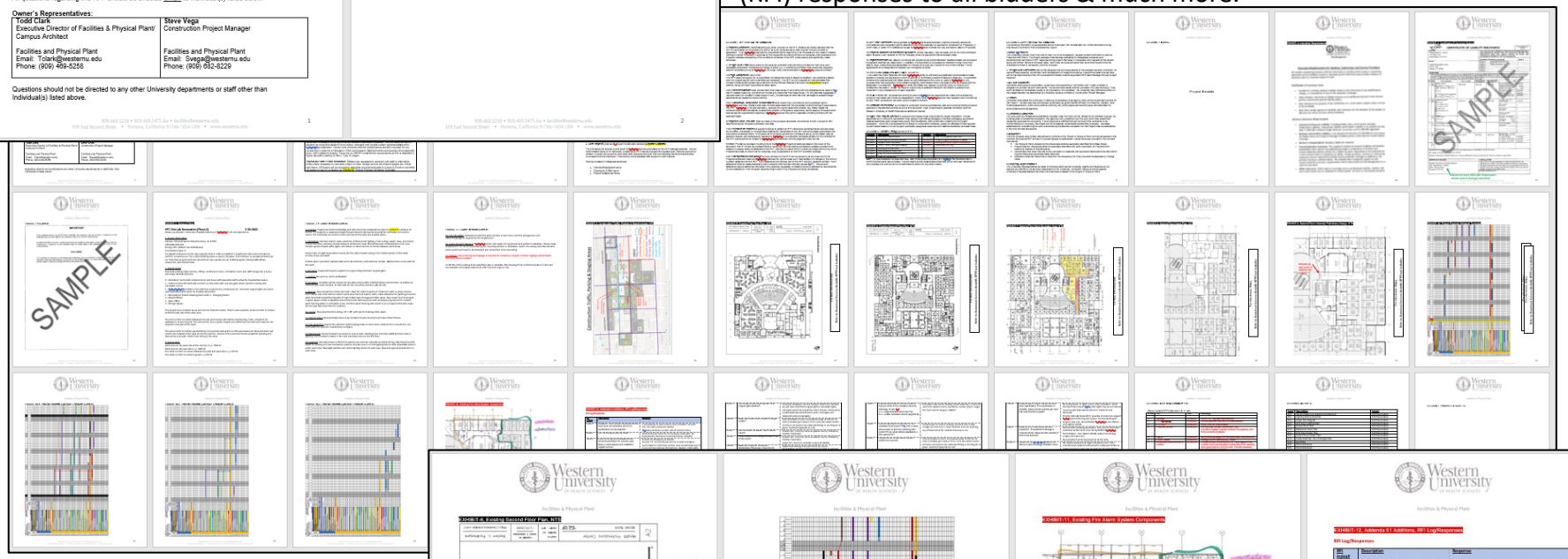
1. RFP

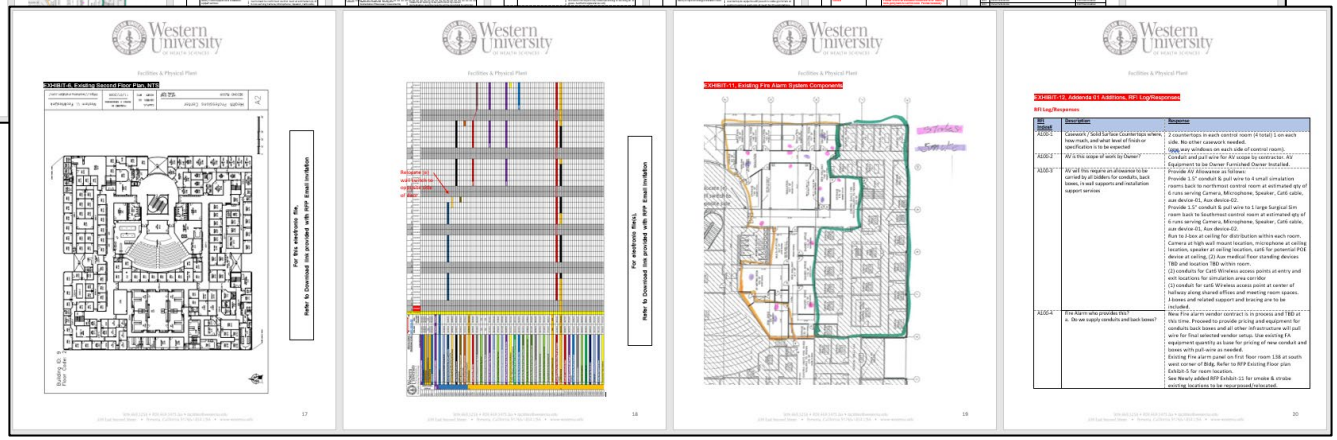
SECTION	TITLE	PACKAGE
A	INTRODUCTION	RFP
B	PROJECT SUMMARY	RFP
C	GENERAL INFORMATION	RFP
D	SCHEDULE OF EVENTS	RFP
E	BASIS OF AWARD	RFP
F	RFP GENERAL INFORMATION	RFP
G	EXHIBITS LISTING	RFP
H	SUPPLEMENTAL INFORMATION	RFP
I	EXHIBITS (1-12)	RFP
J	ADDENDA SUMMARY LOG	RFP
2. ATTACHMENTS		
K	PROJECT PROGRAM SCHEDULE TEMPLATE	Separate Download
L	AS-BUILTS	Separate Download
M	PRODUCT CUTSHEETS	Separate Download
N	DIVISION-01 SPECIFICATIONS	Separate Download

Material or substantive information provided to any bidder, as a result of questions received regarding RFP, will be provided to all bidders via an addendum.

New Request For Proposal Format. WesternU Capital Planning & Construction has newly introduced a more robust RFP package to replace the previous 2-3 page summary outline & schematic floor plan.

RFP Packages now contain more detailed information which includes; Instructions to bidders, University requirements, Construction area and access route diagrams, staging maps and pre-construction planning guidelines, expected schedule target dates, request for Information (RFI) responses to all bidders & much more.





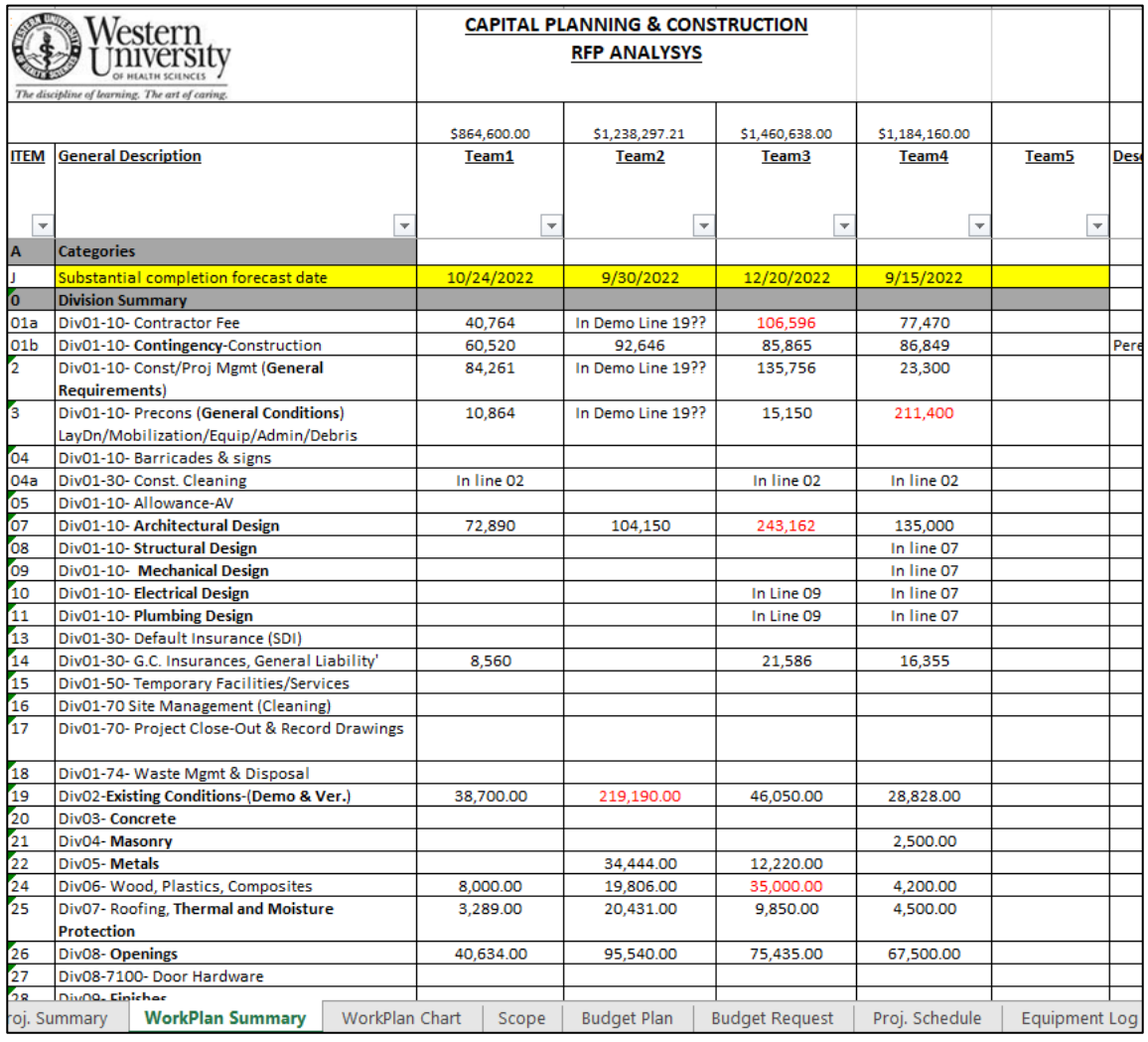
University Campus product spec sheets for facilities standard fixtures are now incorporated into RFP packages to streamline campus aesthetics & maintenance.
Campus standards documentation is slowly being rolled-out on future packages.

RFP/BID ANALYSIS

New RFP/Bid Analysis. WesternU Capital Planning & Construction has now introduced a more formal and efficient RFP/Bids review process to better compare and validate for fair competitive submissions. This also helps to ensure all aspects of the project are incorporated and no major omissions or extra work is included by any contractor. The omissions are reported back during a correction period for resubmission to ensure apples-to-apples pricing model that reflects true cost margins for each contractor.

The cost analysis helps identify each contractor's cost per s.f. which is used in conjunction with past performance factors in helping to determine best suited candidate for any given project.

The results from this new streamlined process are then taken and inserted into the next phase of evaluation. The data is added to a RFP Scoring Matrix where the final values are calculated to determine low average and high cost indexes. A percent deviation figure is calculated and a +/- delta is determined for acceptable cost deviations from a calculated accepted average valuation of the individual project.



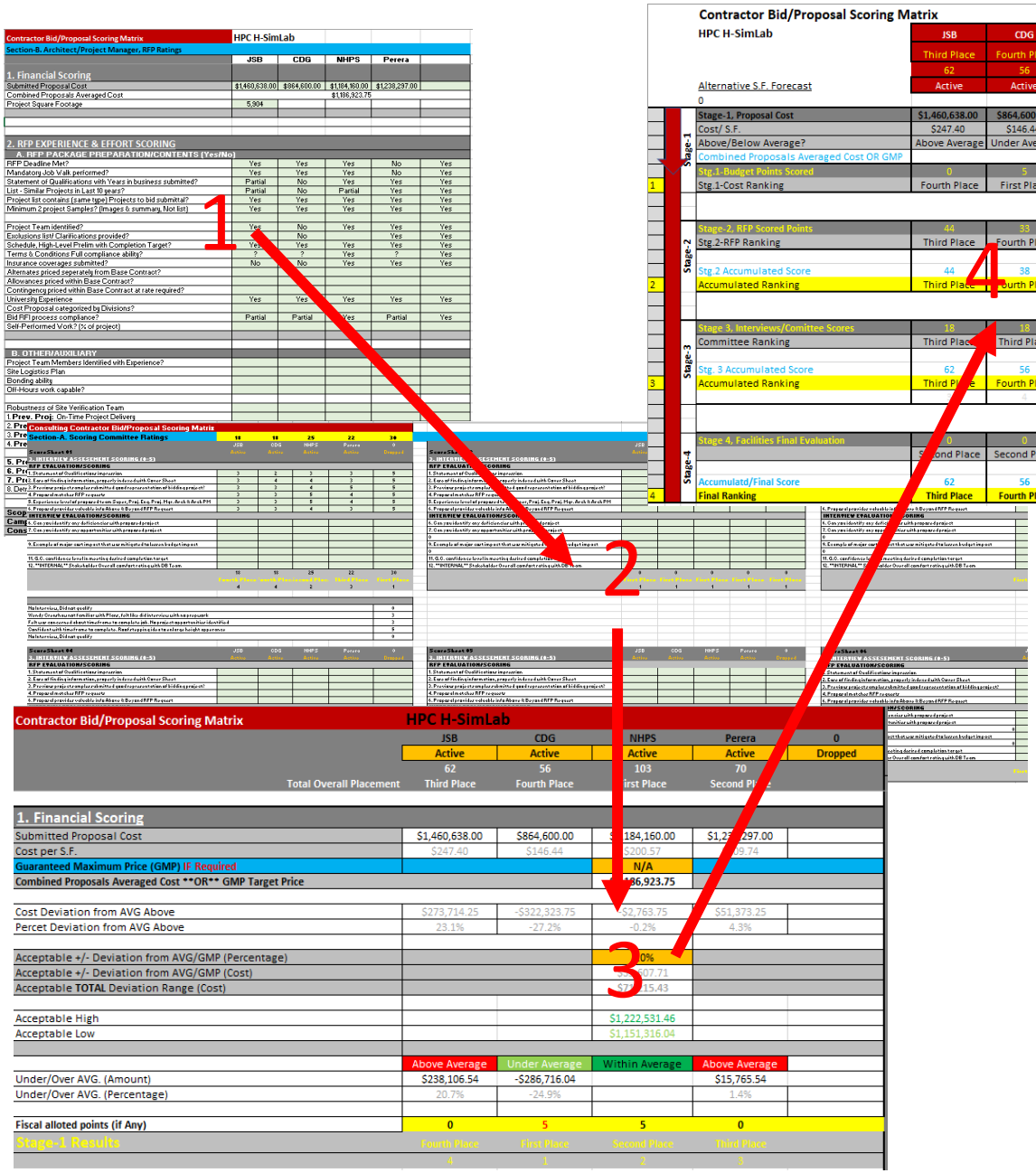
Western University of Health Sciences
The discipline of learning. The art of caring.

CAPITAL PLANNING & CONSTRUCTION
RFP ANALYSYS

		$864,600.00	$1,238,297.21	$1,460,638.00	$1,184,160.00		
ITEM	General Description	Team1	Team2	Team3	Team4	Team5	Des
A	**Categories**						
J	Substantial completion forecast date	10/24/2022	9/30/2022	12/20/2022	9/15/2022		
0	**Division Summary**						
01a	Div01-10- Contractor Fee	40,764	In Demo Line 19??	106,596	77,470		
01b	Div01-10- **Contingency**-Construction	60,520	92,646	85,865	86,849		Pere
2	Div01-10- Const/Proj Mgmt (**General Requirements**)	84,261	In Demo Line 19??	135,756	23,300		
3	Div01-10- Precons (**General Conditions**) LayDn/Mobilization/Equip/Admin/Debris	10,864	In Demo Line 19??	15,150	211,400		
04	Div01-10- Barricades & signs						
04a	Div01-30- Const. Cleaning	In line 02		In line 02	In line 02		
05	Div01-10- Allowance-AV						
07	Div01-10- **Architectural Design**	72,890	104,150	243,162	135,000		
08	Div01-10- **Structural Design**				In line 07		
09	Div01-10- **Mechanical Design**				In line 07		
10	Div01-10- **Electrical Design**			In Line 09	In line 07		
11	Div01-10- **Plumbing Design**			In Line 09	In line 07		
13	Div01-30- Default Insurance (SDI)						
14	Div01-30- G.C. Insurances, General Liability'	8,560		21,586	16,355		
15	Div01-50- Temporary Facilities/Services						
16	Div01-70 Site Management (Cleaning)						
17	Div01-70- Project Close-Out & Record Drawings						
18	Div01-74- Waste Mgmt & Disposal						
19	Div02-**Existing Conditions-(Demo & Ver.)**	38,700.00	219,190.00	46,050.00	28,828.00		
20	Div03- **Concrete**						
21	Div04- **Masonry**				2,500.00		
22	Div05- **Metals**		34,444.00	12,220.00			
24	Div06- Wood, Plastics, Composites	8,000.00	19,806.00	35,000.00	4,200.00		
25	Div07- Roofing, **Thermal and Moisture Protection**	3,289.00	20,431.00	9,850.00	4,500.00		
26	Div08- **Openings**	40,634.00	95,540.00	75,435.00	67,500.00		
27	Div08-7100- Door Hardware						
28	Div09- **Finishes**						

roj. Summary | **WorkPlan Summary** | WorkPlan Chart | Scope | Budget Plan | Budget Request | Proj. Schedule | Equipment Log

RFP/BID SCORING MATRIX



New RFP Scoring Matrix. WesternU Capital Planning & Construction has adopted a more recognized format of evaluation and scoring used throughout other major Universities. A scaled-down version of a UC system process has been implemented for fair and thorough evaluations.

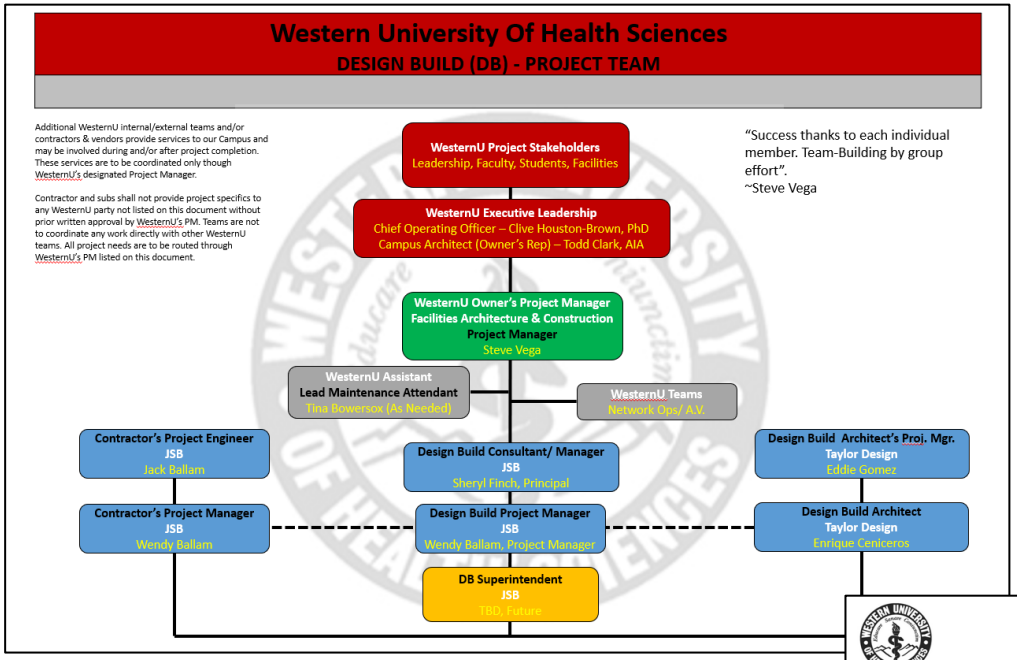
1. During development of the RFP, key project needs are determined and these project criteria are inserted as questions and requirements on the scoring matrix. RFP's are scored based on meeting these criteria on the submitted bids.

2. If deemed necessary, a committee scoring system has been established to allow other stakeholders opportunity to review RFPs for completeness and experience applicability toward the project.

3. Financial data is entered for cost index calculations used in conjunction with other scoring factors.

4. A final tally across multiple categories of Price, Experience, RFP completeness, Past Performance & resource availability is taken to determine best viable candidate for the given project.

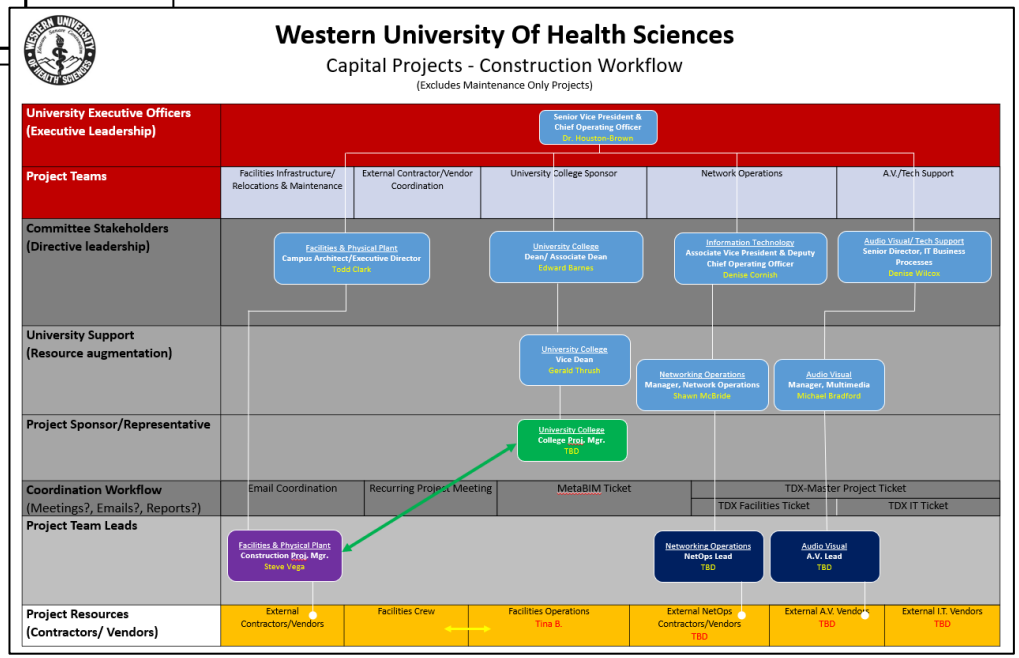
CAPITAL PLANING & CONSTRUCTION COORDINATION



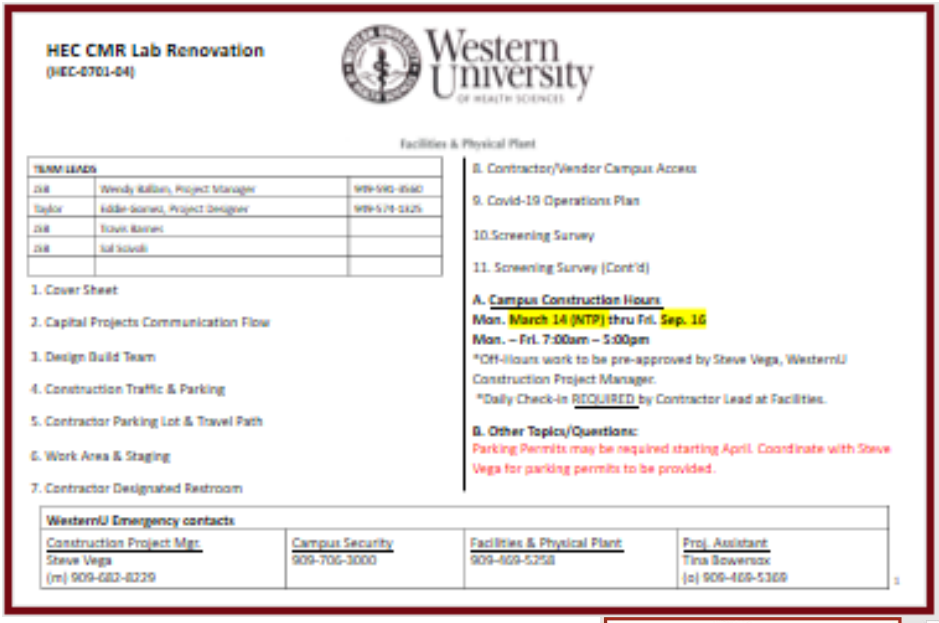
Construction Communication Workflow. The image to left shows the identified core team leads for the construction project and its daily management. These General Contractor team leads and subcontractor leads are the key personell to collect, assess and take action for the project as directed by the University Representatives (Campus Architect & Const. Proj. Mgr.)

University Communication Workflow. The image to the right shows new distribution exhibits to identify project stakeholder committees and other coordination parties involved. This step is critical to ensure no other college or external teams are omitted during the construction and coordination process.

This document also helps ensure accountability and remove guesswork or limit excessively added coordination members which cause the ill effect of "too many cooks in the kitchen". This ensures one responsible point of contact for each department unless the transition is made official via this document and its redistribution.



UNIVERSITY CONSTRUCTION KICK-OFF PACKAGES



HEC CMR Lab Renovation
(HEC-0701-04)

Western University of Health Sciences

Facilities & Physical Plant

TEAM LEADS		
JSB	Wendy Ballam, Project Manager	909-591-8560
Taylor	Eddie Gomez, Project Designer	909-574-1325
JSB	Travis Barnes	
JSB	Sal Scivoli	

1. Cover Sheet
2. Capital Projects Communication Flow
3. Design Build Team
4. Construction Traffic & Parking
5. Contractor Parking Lot & Travel Path
6. Work Area & Staging
7. Contractor Designated Restroom
8. Contractor/Vendor Campus Access
9. Covid-19 Operations Plan
10. Screening Survey
11. Screening Survey (Cont'd)

A. Campus Construction Hours
Mon. March 14 (NTP) thru Fri. Sep. 16
Mon. – Fri. 7:00am – 5:00pm
*Off-Hours work to be pre-approved by Steve Vega, WesternU Construction Project Manager.
*Daily Check-in REQUIRED by Contractor Lead at Facilities.

B. Other Topics/Questions:
Parking Permits may be required starting April. Coordinate with Steve Vega for parking permits to be provided.

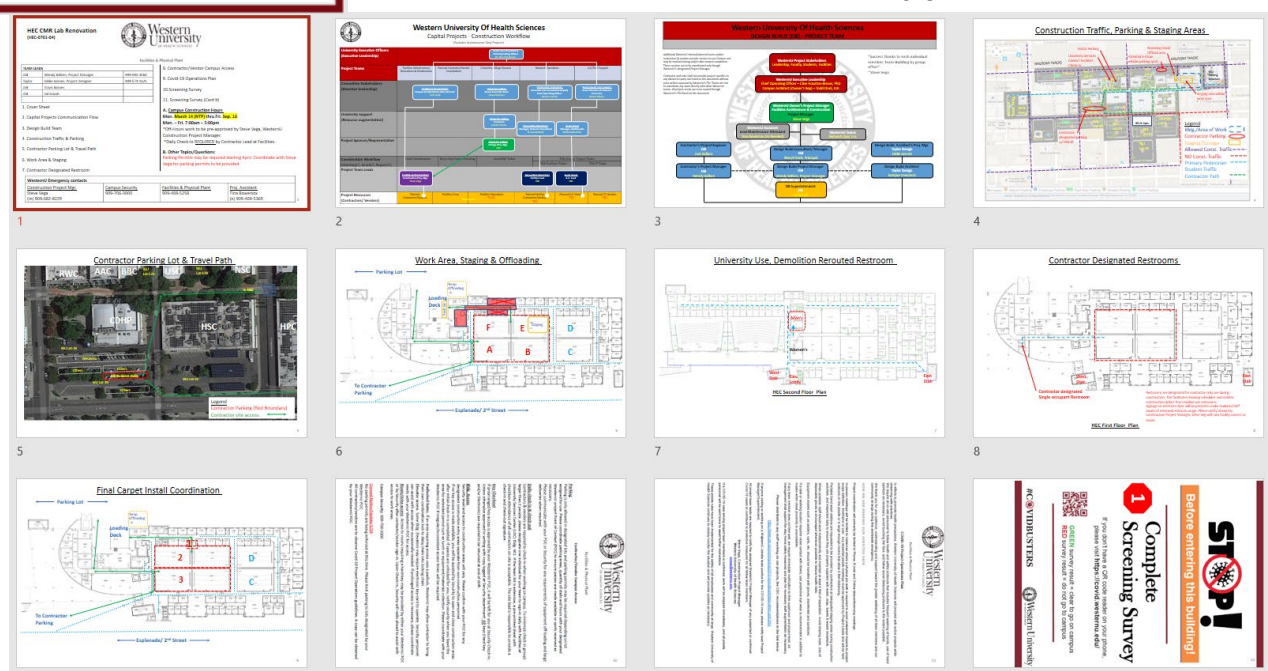
WesternU Emergency contacts			
Construction Project Mgr.	Campus Security	Facilities & Physical Plant	Proj. Assistant
Steve Vega	909-706-3000	909-469-5258	Tina Bowersox
(m) 909-682-8229			(o) 909-469-5369

1

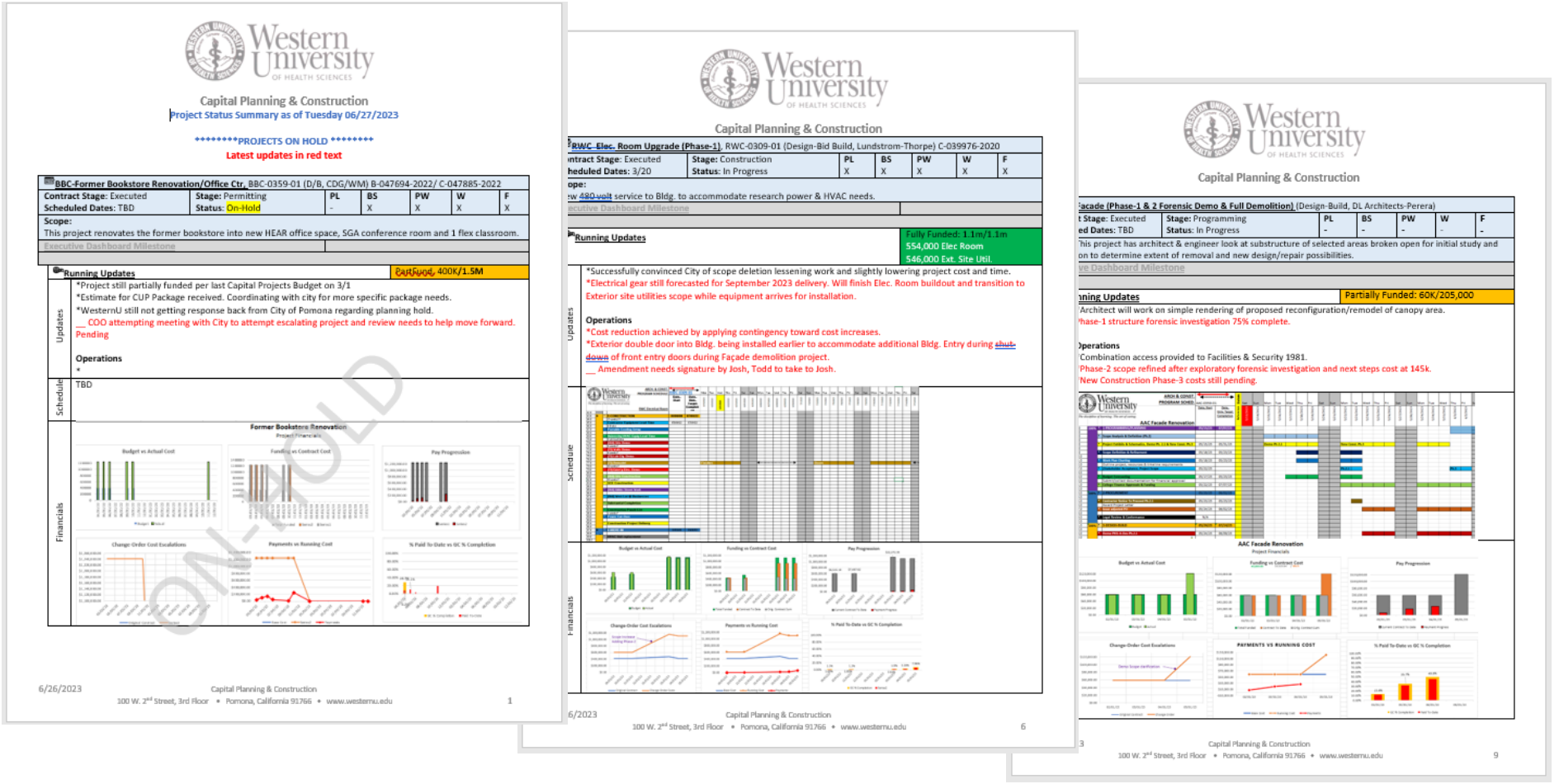
New Construction Kick-Off Packages. WesternU Capital Planning & Construction has developed contractor kick-off packages that guide new oncoming workers with the various guidelines and contact information necessary to get the started working on campus safely and with proper procedures by the University and its various constituents.

The package outlines various processes that include:

- Project contacts & Emergency contacts
- Project start/end dates & working hours.
- Project Stakeholders
- Construction Team identification
- Construction area map & allowed construction traffic
- Construction designated parking
- Construction designated restrooms (if any)
- Work area and storage/staging of construction materials
- Security protocols and procedures
- Site access, key & badge access
- Covid protocols and procedures
- Directions to WesternU Construction webpage for addt'l info.
- + More



PROJECTS AGENDA/SUMMARY REPORT



Western University of Health Sciences

Capital Planning & Construction

Project Status Summary as of Tuesday 06/27/2023

********PROJECTS ON HOLD ********

Latest updates in red text

BBC-Former Bookstore Renovation/Office Ctr, BBC-0359-01 (D/B, CDG/WM) B-047694-2022/ C-047885-2022

Contract Stage: Executed	Stage: Permitting	PL	BS	PW	W	F
Scheduled Dates: TBD	Status: On-Hold	-	X	X	X	X

Scope:

This project renovates the former bookstore into new HEAR office space, SGA conference room and 1 flex classroom.

Executive Dashboard Milestone

Running Updates — ~~Partfund~~ 400K/1.5M

Updates

*Project still partially funded per last Capital Projects Budget on 3/1

*Estimate for CUP Package received. Coordinating with city for more specific package needs.

*WesternU still not getting response back from City of Pomona regarding planning hold.

__ COO attempting meeting with City to attempt escalating project and review needs to help move forward. Pending

Operations

*

Schedule: TBD

Financials

Former Bookstore Renovation

Project Financials

Budget vs Actual Cost | Funding vs Contract Cost | Pay Progression

Change Order Cost Escalations | Payments vs Running Cost | % Paid To Date vs GC % Completion

ON-HOLD

6/26/2023 Capital Planning & Construction 100 W. 2nd Street, 3rd Floor • Pomona, California 91766 • www.westernu.edu 1

Western University of Health Sciences

Capital Planning & Construction

~~RWC- Elec. Room Upgrade (Phase-1),~~ RWC-0309-01 (Design-Bid Build, Lundstrom-Thorpe) C-039976-2020

ntract Stage: Executed	Stage: Construction	PL	BS	PW	W	F
heduled Dates: 3/20	Status: In Progress	X	X	X	X	X

ope:

w ~~480 volt~~ service to Bldg. to accommodate research power & HVAC needs.

ecutive Dashboard Milestone

Running Updates — Fully Funded: 1.1m/1.1m; 554,000 Elec Room; 546,000 Ext. Site Util.

Updates

*Successfully convinced City of scope deletion lessening work and slightly lowering project cost and time.

*Electrical gear still forecasted for September 2023 delivery. Will finish Elec. Room buildout and transition to Exterior site utilities scope while equipment arrives for installation.

Operations

*Cost reduction achieved by applying contingency toward cost increases.

*Exterior double door into Bldg. being installed earlier to accommodate additional Bldg. Entry during ~~shut-~~ down of front entry doors during Façade demolition project.

__ Amendment needs signature by Josh, Todd to take to Josh.

Schedule

Financials

Budget vs Actual Cost | Funding vs Contract Cost | Pay Progression

Change Order Cost Escalations | Payments vs Running Cost | % Paid To Date vs GC % Completion

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Western University of Health Sciences

Capital Planning & Construction

~~acade (Phase-1 & 2 Forensic Demo & Full Demolition)~~ (Design-Build, DL Architects-Perera)

t Stage: Executed	Stage: Programming	PL	BS	PW	W	F
ed Dates: TBD	Status: In Progress	-	-	-	-	-

his project has architect & engineer look at substructure of selected areas broken open for initial study and on to determine extent of removal and new design/repair possibilities.

ve Dashboard Milestone

nning Updates — Partially Funded: 60K/205,000

Architect will work on simple rendering of proposed reconfiguration/remodel of canopy area.

hase-1 structure forensic investigation 75% complete.

Operations

Combination access provided to Facilities & Security 1981.

Phase-2 scope refined after exploratory forensic investigation and next steps cost at 145k.

New Construction Phase-3 costs still pending.

AAC Facade Renovation

Project Financials

Budget vs Actual Cost | Funding vs Contract Cost | Pay Progression

Change Order Cost Escalations | PAYMENTS VS RUNNING COST | % Paid To Date vs GC % Completion

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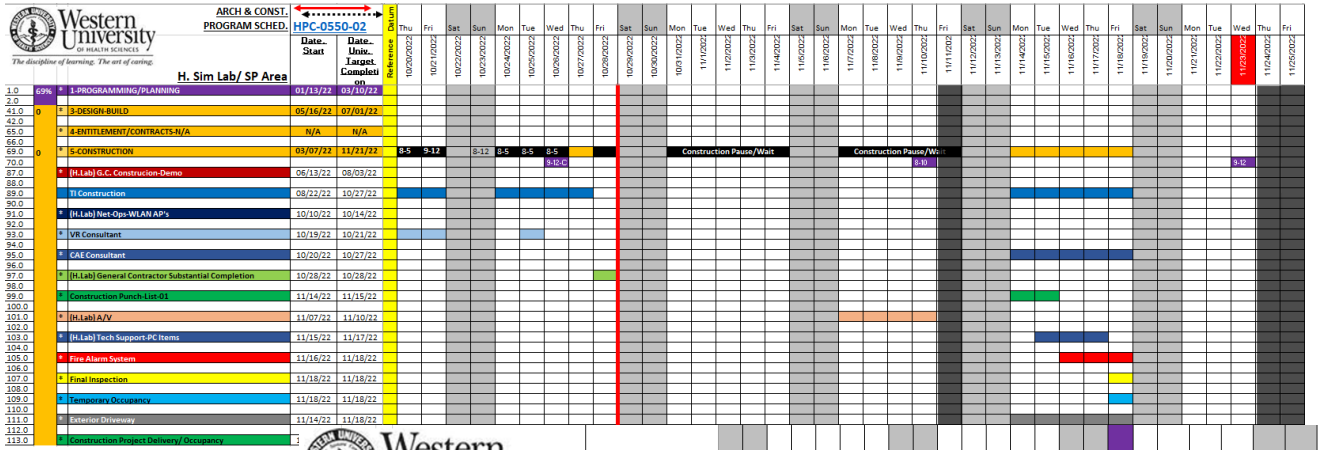
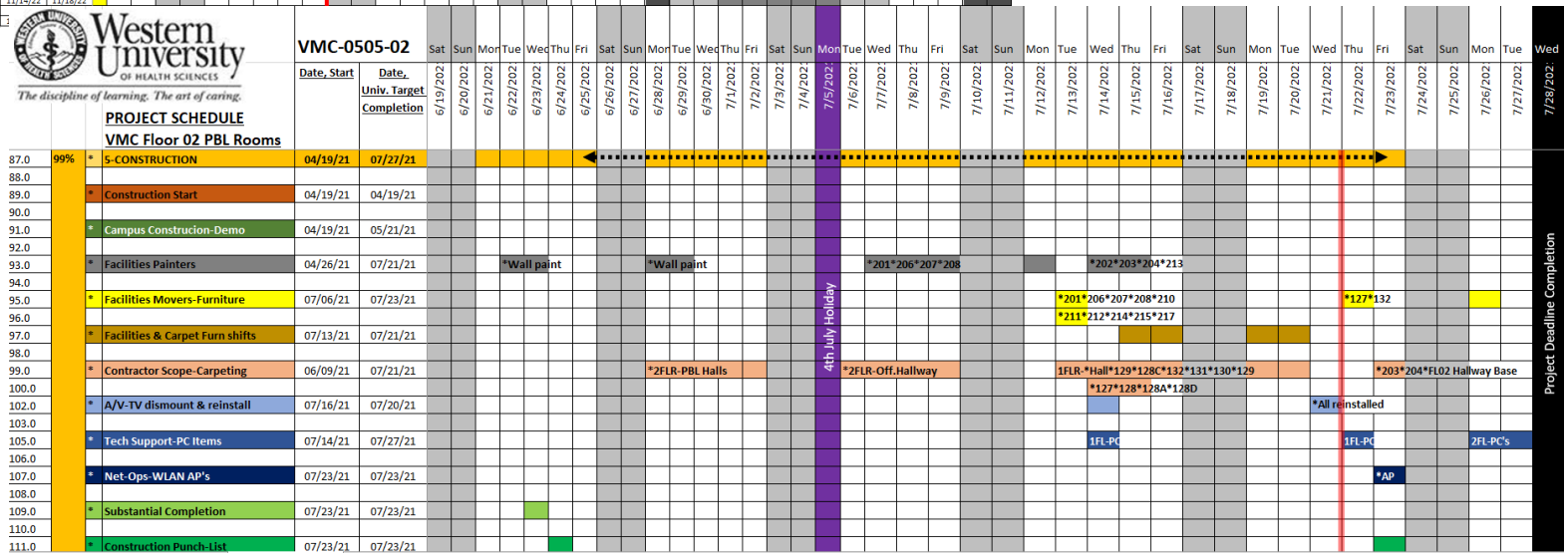
New Projects Agenda/Summary Report. WesternU Capital Planning & Construction has drafted a new report formatted to distribute to the office of the COO while also logging pertinent information to helps manage the various construction and operational needs of each project. The report has been formatted to extrapolate data and incorporate certain non-sensitive information into other reports or the newly revamped Capital Planning & Construction website.

UNIVERSITY PROGRAM SCHEDULE





New Program Schedules. In addition to a contractor's Construction Schedule, WUCPC utilizes Custom Program Schedules which track much more than construction timeframes but also incorporate other key events and various non-contractor subconsultants. Any team or service that is needed for successful completion and coordination is tracked here for high-level visibility/ coordination. Contractors typically only manage construction at their subconsultant contracted level. Construction Project Management at WesternU encompasses every element from top-down executive, curriculum and campus events, through to custodial supply stocking and black-out dates from noise restrictions for surrounding environment & academic events.

PROJECT BUDGET MONITORING OVERVIEW

Funding & Allocations

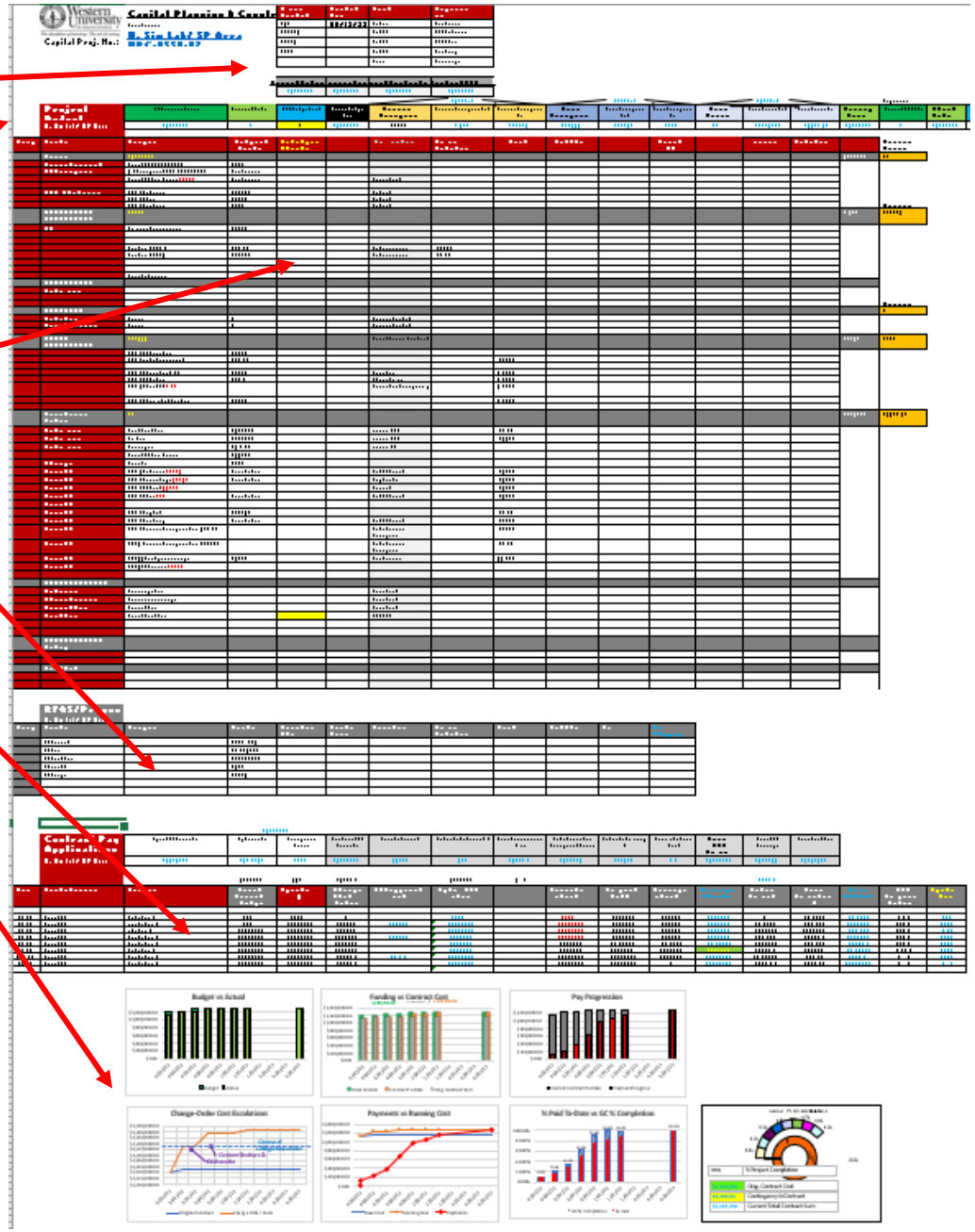
Financials Summary Header

Budget Control & Management

RFP/Proposals/Estimates Log

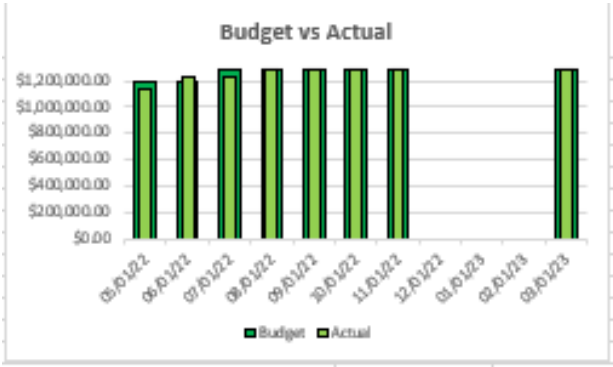
Contract Payouts & Budget Auditing

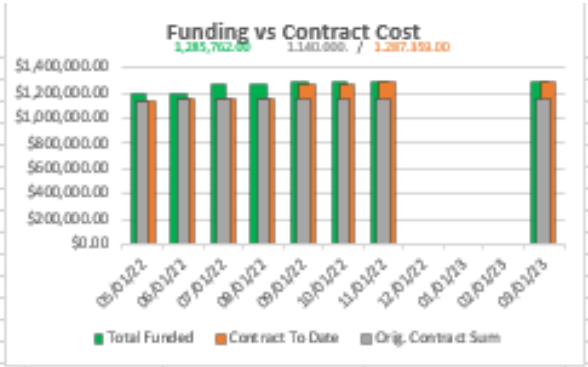
Chart Tracking of expenditures

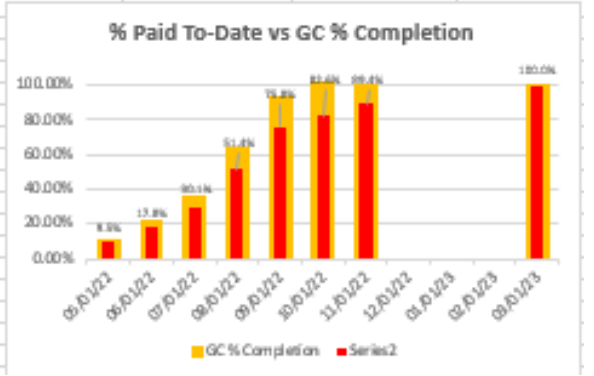


Budget Control & Management. WesternU Capital Planning & Construction (WUCPC) has implemented management tools for the various intricacies of a Construction Project, along with its Industry practices and regulatory requirements. Project Financials monitoring is a key element to ensure health of a project and help mitigate cost escalations and cost overruns, while also providing valuable data for more cost-effective future RFP's/Bids.

CAPITAL CONSTRUCTION METRICS MONITORING







Budget vs Actual. Actual project cost tracked against total funded FOAPAL to help maintain excessive cost escalations.

Funding vs Contract Cost. Total FOAPAL funded plotted against changing Contract total and the Original Contract amount.

Pay Progression. Monitors payment progression amount thru to full total contract sum

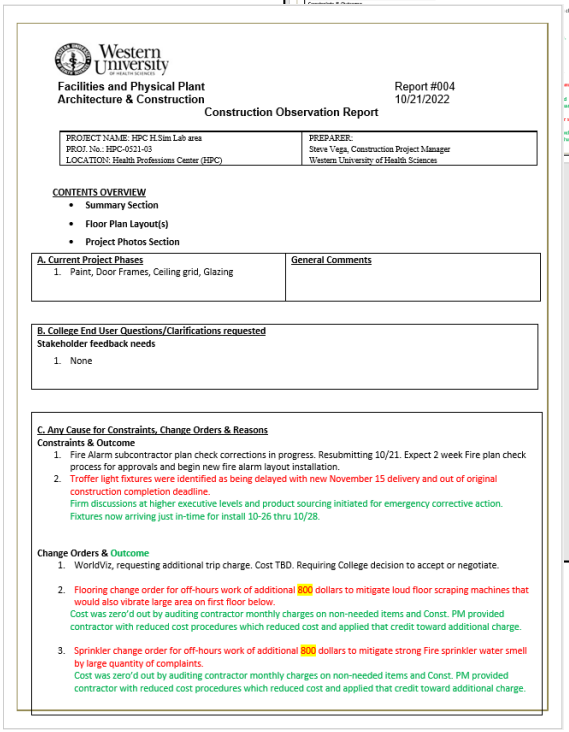
Change –Order Cost Escalations. Total increase in change orders from original contract amount

Payments vs Running Cost. Measures pay progression rate thru project base cost and running cost.

% Paid to-Date vs GC% Completion. Compares % paid of contract compared to Contractor's percentage work claimed complete.

FIELD OBSERVATION REPORTS

New Field Observation Reports. Newly implemented construction observation reports are basically summary reports with photos and diagrams. These are now distributed to key project stakeholders that are identified as the end-user management committee. This helps maintain proper flow of information from the key stakeholders to whomever else the committee designates. These reports help track certain key deliverables sometimes necessary by any given party, as well as provide a nice photographic journal of work as it progresses. Schematics help visualize the work areas during debriefings and the program schedule 3-week look-ahead is incorporated to help visualize current progress stage & upcoming week activities. This schedule and report is a great coordination tool with the end users to help identify any potential College or University level event conflict, and also help end users connect more with the daily construction processes.



Western University

Facilities and Physical Plant
Architecture & Construction

Report #004
10/21/2022

Construction Observation Report

PROJECT NAME: HPC H.Sim Lab area PROJ. No.: HPC-0521-03 LOCATION: Health Professions Center (HPC)	PREPARER: Steve Vega, Construction Project Manager Western University of Health Sciences

CONTENTS OVERVIEW
- Summary Section
- Floor Plan Layout(s)
- Project Photos Section

A. Current Project Phases	General Comments
1. Paint, Door Frames, Ceiling grid, Glazing	

B. College End User Questions/Clarifications requested
Stakeholder feedback needs

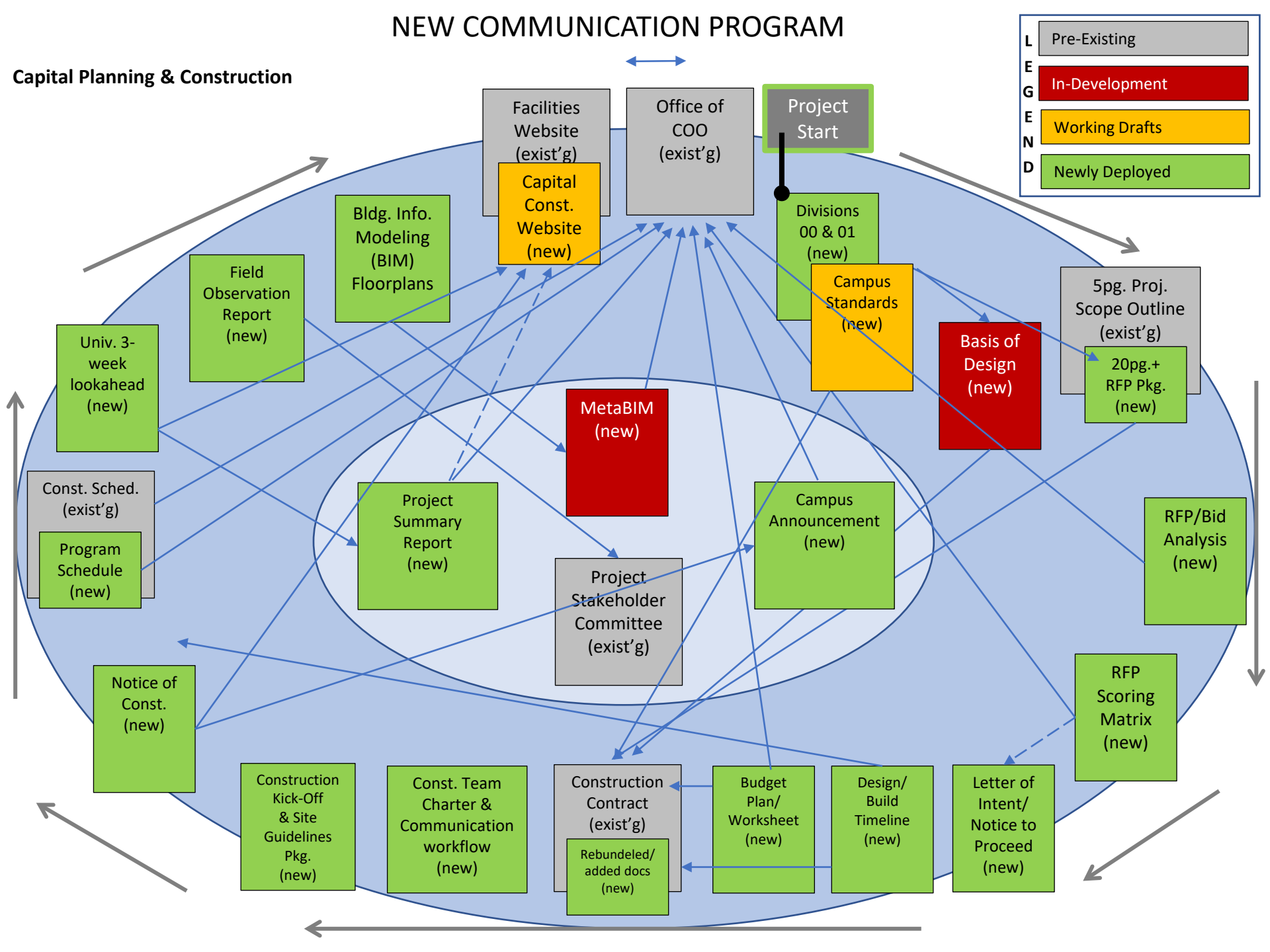
1. None

C. Any Cause for Constraints, Change Orders & Reasons
Constraints & Outcome

1. Fire Alarm subcontractor plan check corrections in progress. Resubmitting 10/21. Expect 2 week Fire plan check process for approvals and begin new fire alarm layout installation.
2. Troffer light fixtures were identified as being delayed with new November 15 delivery and out of original construction completion deadline.
   Firm discussions at higher executive levels and product sourcing initiated for emergency corrective action.
   Fixtures now arriving just in-time for install 10-26 thru 10/28.

Change Orders & Outcome

1. WorldViz, requesting additional trip charge. Cost TBD. Requiring College decision to accept or negotiate.
2. Flooring change order for off-hours work of additional 800 dollars to mitigate loud floor scraping machines that would also vibrate large area on first floor below.
   Cost was zero'd out by auditing contractor monthly charges on non-needed items and Const. PM provided contractor with reduced cost procedures which reduced cost and applied that credit toward additional charge.
3. Sprinkler change order for off-hours work of additional 800 dollars to mitigate strong Fire sprinkler water smell by large quantity of complaints.
   Cost was zero'd out by auditing contractor monthly charges on non-needed items and Const. PM provided contractor with reduced cost procedures which reduced cost and applied that credit toward additional charge.

NEW COMMUNICATION PROGRAM

Capital Planning & Construction